

<p align="center">Department of Administrative Services Division of Fleet Operations Policies and Procedures</p>	<p>Effective Date: 02/12/2003 Revision Date: Until Rescinded</p>
<p>Subject: Invalid Driver License</p>	

A. Purpose

- 1) To establish guidelines in accordance with Administrative Rule R27-3-3(5)(a) to be followed by the Division of Fleet Operations (DFO) personnel and designated daily pool coordinators in the event a state employee's driver license is listed as invalid in the FleetAnywhere information system.

B. Policy

- 2) Any state employee who does not have a valid drivers license shall not be allowed to operate a state owned vehicle.
- 3) A DFO employee shall obtain a list of state employee's driver licenses in an invalid status from the Department of Public Safety's database on a weekly basis and load the information into the FleetAnywhere system. The invalid drivers license information will be used by the daily pool coordinators at the DFO mini motor pool locations and by DFO personnel to determine who is eligible to use vehicles in the state fleet.

C. Procedures

- 1) The following are the procedures to be followed by all daily pool coordinators when a driver's license is listed as invalid in FleetAnywhere at the time of reservation.
 - (a) Inform the state employee that they will be unable to utilize a state owned vehicle because the Department of Public Safety License Division has listed their driver's license as invalid.
 - (b) Inform the state employee that they will have to provide verification of license reinstatement before they will be able to utilize a state owned vehicle.
 - (c) In the event the employee claims that the license is valid or has been reinstated, the daily pool personnel shall call the designated contact at the Driver License Division, by phone, to verify the license status.
 - (d) If the license is verified as valid, the daily pool coordinator shall release the vehicle to the State employee and notify the DFO Support Services Coordinator to update the information in the employee's operator ID in the FleetAnywhere system. Drivers license Information needs to be updated in two places in the FleetAnywhere information system (The check box needs to unchecked listing the driver's license as invalid in the Authority tab of the Operators – Primary Information screen and the "Pool Unit Preferences" field needs to be restored to the employee's preference under the Motor Pool tab within the Operators – Primary Information screen).

- 2) The following are the procedures to be followed by the designated DFO employee when drivers of monthly vehicles are found to have an invalid driver's license.
- (a) The invalid drivers license file from the DMV system will be provided to the designated DFO personnel on a weekly basis in the FleetAnywhere information system.
 - (b) The driver will be notified by designated DFO personnel through a letter sent to the appropriate Human Resource representative where the employee works. The letter will instruct the HR representative not to allow the State employee with the invalid license to use a State vehicle until the human resource department where the employee works verifies that the employee's license is valid. All licenses found to be invalid will remain invalid in the FleetAnywhere information system until the employee or the human resource representative sends verification to the designated DFO personnel confirming the drivers license has been reinstated as valid or until the license is updated by the Driver's License Division and a file is received by DFO updating licensing information FleetAnywhere. DFO will not send notification to the HR representative where the employee works if their license is verified as valid.
 - (c) In the event the state employee with the invalid drivers license claims that the license is valid or has been reinstated, DFO personnel will call the designated contact at the Driver License Division, by phone, to verify the license status. If the license is verified as valid, the designated DFO employee shall update the information in the employee's operator ID in the FleetAnywhere system.